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# TRAINING PROGRAM



OFFICE OF THE SECRETARY  
UNITED STATES DEPARTMENT OF AGRICULTURE

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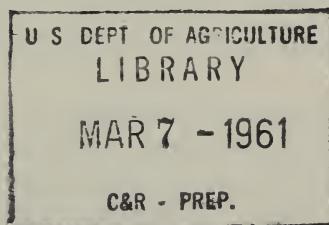
TRAINING AND EMPLOYEE DEVELOPMENT PROGRAM

for the

IMMEDIATE OFFICE OF THE SECRETARY

and Staff Offices of

Administrative Management  
Budget and Finance  
Hearing Examiners  
Personnel  
Plant and Operations



Prepared by the  
Personnel Section  
Office of Plant and Operations

## I. PURPOSE

These instructions prescribe the policies, standards and procedures for the Training and Employee Development Program for the Office of the Secretary in accordance with the Government Employees Training Act (5 USC 2301), Civil Service Regulations (Chapter T-1, Federal Personnel Manual), and Department Regulations (Chapter 40, Title 8).

## II. COVERAGE

All employees in the Office of the Secretary are included within the scope of this program except (1) those appointed by the President and not designated by him for training, (2) Consultants and Experts appointed on a WAE basis, and (3) persons appointed without compensation.

## III. DEFINITIONS

The term "training" means a planned and systematically conducted routine of instruction and practice. This should be distinguished from meetings or conferences which are for the purpose of exchanging information, discussing problems, reviewing operations, procedures or work performance, and similar managerial and supervisory activities. The training covered by this program includes that which is done in whole or in part on official time and/or at Government expense. Additional terms, as used herein, are defined:

- A. "Inservice training" covers training by, in, or through Government facilities conducted (1) by civilian or military personnel of the Government acting in their official capacities, and (2) on property owned or substantially controlled by the Government.
- B. "Outside training" covers all other training by, in, or through non-Government facilities. This also includes training conducted by a non-Government instructor on Government premises.
- C. "Formalized training" is training which has all or most of the following characteristics: (1) it is usually conducted

for a group, (2) it is scheduled for a definite length of time, (3) one or more instructors are used, (4) it has a specific purpose, (5) the trainees do not perform their normal work during the training period, and (6) an evaluation or grade is recorded upon completion. (In-service training may be formalized, such as the training under training agreements for stepped-up promotion eligibility. All outside training is formalized training.)

#### IV. POLICY

It is the policy of the Office of the Secretary to assure and maintain the effectiveness of individual employees through a continuing program of self-development and training. The goal of the program is to develop the maximum potential of each employee for proficiency in his assigned duties, and for advancement, in accordance with his capabilities, to positions of broader responsibility and service.

The systematic development and training of employees is regarded as a managerial and supervisory responsibility at all levels. Training shall be consistent with the appraised needs of management for services, and with the recognized needs of employees for improvement of knowledge and skills required in the performance of their assigned duties. Training, as such, is intended as a supplement to, not a substitute for, self-development, which is the responsibility of each employee, with appropriate motivation, stimulation and guidance from all supervisory levels.

#### V. RESPONSIBILITY FOR ADMINISTRATION

- A. General. Every employee has a responsibility for developing himself to his fullest capacity through his own effort, time and resources and through resources provided by the Office of the Secretary. An employee selected for training at the expense of the Office moreover has an obligation to give his best effort to such training. Employees are encouraged to submit ideas for training activities and, particularly, to discuss with their supervisors areas in which they believe training would be beneficial.
- B. Staff Office Directors. The Director of each staff office is responsible for: (1) providing the over-all leadership for training activities planned and conducted within the Office;

(2) reviewing and coordinating recommendations for training, and preparing, in accordance with VII A, a consolidated Training Plan by the Office for the ensuing fiscal year; and (3) preparing a consolidated Evaluation Report of all training conducted in, or received by, units of his office during the preceding fiscal year. This report will be prepared as outlined in VII B for submission to the Director of Personnel by July 15 annually.

C. Division Chiefs. Each Division Chief is responsible for: (1) providing leadership and assistance to his subordinate supervisory personnel in the field of training, including job orientation, identification of training needs and evaluation of training activities; (2) determining the extent of training that will be carried on by his immediate staff for employees within the Division; (3) determining which employees and how many are to receive training; (4) determining when assistance from outside the immediate office is necessary or desirable and arranging through appropriate channels to secure such aid; (5) recommending a plan for training within the Division for review and approval of the Director of the Office by June 1 of each year; and (6) preparing by July 1 a written evaluation of all training conducted within and received by the Division during the preceding fiscal year.

D. Personnel Section. The Personnel Section of the Office of Plant and Operations is responsible for: (1) securing the annual training plans and evaluation reports from the staff offices; (2) providing the annual training plans and evaluation reports for the Immediate Office of the Secretary, Office of the Hearing Examiners, and the Judicial Officer; (3) co-ordinating the requests for training requiring approval by the Director of Personnel; (4) maintaining records of training; (5) securing training materials; and (6) providing information and other assistance upon request.

## VI. DEVELOPING TRAINING PLANS

A. Basic Training Needs. Each staff office shall develop and carry out to the extent feasible such training plans as may be required for meeting its training needs. In designing these plans, the following training needs should be considered: (1) orientation; (2) on-job-training; (3) job skills development; (4) scientific, technical or professional training; (5)

maintenance or refresher training; (6) clerical skills and office techniques; (7) management and supervisory training; and (8) career or development training.

These plans will generally include formalized training to meet the continuing training needs listed below, which are considered to be the basis of the training program for the Office of the Secretary.

1. Orientation of the new employee is directed toward developing an understanding of his new environment, and of his job and the performance requirements applicable to him. Specifically, this training includes information about: (a) the Department of Agriculture and the objectives and functions of the individual staff office and its relationship to other agencies of the Department; (b) the employee's job and his place in the organizational unit; (c) performance requirements of the job; (d) the conditions of employment, including an explanation of his salary, pay days, leave, retirement or Social Security, life and health insurance, probationary or trial period and its meaning, and requirements of employee conduct; (e) programs in which he is urged to participate, such as the suggestions and incentive awards program, (f) health and first-aid facilities, credit union, grievance and appeals procedures, employee organizations and activities; (g) requirements of his supervisor with respect to applying for leave, lunch and rest periods, use of telephone, etc.; and (h) housing, transportation, schools and any other areas which will help the employee to become quickly adapted to his new environment.

Orientation is the joint responsibility of the appropriate supervisor and the Personnel Section. In addition, the Office of the Secretary participates in the Department orientation programs.

2. Job Training is training for the specific duties assigned to the new employee and is directed towards enabling him to render maximum service in the shortest possible time. It is usually given him at his work station by his immediate supervisor through instruction, demonstration and practice.

3. Career or Development Training is directed toward the maximum development and utilization of skills and abilities of employees. Since it is the policy of the Office of the Secretary to fill vacancies from within to the fullest extent possible through the Merit Promotion Plan, it is necessary to carry out planned and systematic career development programs for employees who demonstrate potential for advancement to positions of greater responsibility. Such a program may include training in the supervisory or management skills, increased education in a particular field of specialization, and programs to broaden the employee's experience and knowledge. Career or development training may be carried out (a) through rotating work assignments, details and under-study positions; (b) by encouraging membership in professional societies or other means of self-development; (c) attendance at outside seminars and training courses; and (d) by training incident to new programs or specific specialized activities.

B. Meeting Training Needs. In developing ways of meeting training needs, cooperation between staff offices through the joint use of training plans and facilities may be helpful. Consideration should be given to the possible use by other staff offices of training provided as well as the utilization of training activities provided by other offices and agencies. In addition, common objectives under programs of mutual interest might be achieved through the temporary detail of employees between staff offices.

C. Record of Formalized Training. Form AD-295. "Record of Formalized Training", shall be used to record an employee's formalized training and education, so it can be evaluated in determining his fitness for reassignment, transfer, or promotion. Such training may have been within or outside the employee's agency, during or after official hours. Any training or education which is formalized to the extent that it is covered by a formal training plan or agreement or any prescribed course of study under an instructor or supervisor should be listed. Regular resident or correspondence courses offered by colleges or other public and private institutions of learning should be entered, unless they are otherwise properly recorded.

Examples of training to be recorded: executive development, trainee and intern programs, formalized in-service group or correspondence training, and completed graduate study programs.

It shall be the joint responsibility of the employing office and the employee to keep the Personnel Section apprised of any such training received so that it may be properly recorded.

D. Certificate of Training. Form AD-284 "Certificate of Training" may be issued to employees who successfully complete a planned, in-service training program of 24 hours or more. This form will not be placed in the official personnel folder. Form AD-295 is designed for this purpose.

## VII. TRAINING REVIEW, PLANS AND REPORTS

A. Annual Training Plan. Each staff office shall prepare an Annual Training Plan in duplicate by June 15 for submittal to the Director of Personnel through the Personnel Section. The plans, describing the training activities which are to be conducted to meet the training needs for the ensuing fiscal year, shall be prepared in the general format of Exhibit 1, or in corresponding memorandum form, and shall cover: (1) training needs to be met; (2) a general description of proposed training; (3) the groups of employees to be trained (approximate numbers); and (4) provisions for evaluating the results on a systematic and timely basis.

B. Annual Evaluation Report. Each staff office shall prepare and submit to the Personnel Section by July 15 a narrative evaluation report of training activities conducted during the preceding fiscal year which shall: (1) identify those training needs that could not be met; (2) evaluate the effectiveness of existing training; (3) assess the general value to the staff office of training completed during the year; (4) explain and give the extent to which economies and improved operations have resulted; (5) set out the expenditures for (a) tuition, (b) related fees, (c) travel and (d) per diem as well as the cost of training incident to the initial procurement of equipment, where possible; (6) give information about awards trainees have received; (7) list the names of individuals who did not continue working following their "outside" training

for a period 3 times the length of time they received training; and (8) list the names of all persons receiving more than 120 days training during the year.

### VIII. SELECTION OF EMPLOYEES FOR TRAINING

A. General. Whenever it is determined that training is to be given to some but not all of the employees eligible for consideration, selection methods used shall be based on objective factors so far as is practicable. Among the factors to be considered are the following:

1. The extent to which the employee's present education and experience needs to be supplemented by training in order to improve performance in present assignment or to develop for more responsible assignment;
2. The employee's potential or capacity for development as indicated by past performance, effects of previous training, results of objective tests, pooled judgment ratings, and/or other means, as necessary;
3. The employee's interest in and willingness to undertake the training, his availability to transfer elsewhere if necessary, and prospects of continued service in the Department.

B. Training to Qualify for Promotion (inservice or outside Training).

1. Training Which is to Result in Promotion. Civil Service and Department regulations require such procedures as are necessary to insure eligible employees reasonable opportunity for consideration in selection for training which is to result in promotion. (e.g., when an employee is being selected for assignment to a position established as an "understudy" position.) In any case where training for this purpose is made available to some but not all of the eligible employees, consideration should be given to the selection of employees either in accordance with the factors listed under VIII-A above or in accordance with the agency's merit promotion system, to insure the selection of those employees whose training would be more advantageous to the Department. In any case where training for this purpose is made available to some but not all of the eligible employees, each office shall establish a record

which shall show the factors used in the selection of employees to be trained.

2. Training That is Required for Promotion. Civil Service regulations require that merit promotion programs shall be followed in selecting career or career-conditional employees for training that is given primarily to prepare trainees for advancement and that is required for promotion.

C. Outside Training for the Purpose of Filling a Position by Promotion. The Training Act and Civil Service Regulations provide that the training of an employee by, in, or through a non-Government facility for the purpose of filling a position by promotion is prohibited if there is in the Department concerned another employee of equal ability and suitability who is fully qualified to fill such position and is available at, or within a reasonable distance from, the place or places where the duties of such position are to be performed. Since this requires Department-wide consideration, each office shall observe the procedures prescribed in 8 AR 404 to ascertain whether such employees are available, with the exception that the area of consideration need not be greater than the local commuting area of the position.

## IX. OUTSIDE TRAINING

A. Authorizing Outside Training. Proposals for the outside training of employees are to be approved by the Director of Personnel:

1. In all cases involving contributions or awards or the acceptance of "free training" (except that made available by manufacturers as a normal service incident to initial purchase or lease and use of their equipment or product);
2. In all cases involving the assignment of employees stationed within the United States for training outside such limits;
3. In cases involving outside training for the purpose of filling a position by promotion when required by VIII-C above; and
4. In all cases where training is to be conducted by agreement with another Federal agency where training is by, in, or through government facilities and where an exchange of funds is involved.

5. In all other cases, except as provided in B immediately following.

B. Delegation of Authority. Directors or their designees may authorize training under the following conditions, provided the office is operating under an approved program and has filed with the Director of Personnel the annual plan of training for the current year.

1. By general delegation. The period of training for any employee does not exceed two weeks (80 hours) and the cost exclusive of salary, does not exceed \$500.
2. By special delegation. The training is of a recurring type and specific authority has been delegated by the Director of Personnel to the agency to approve such cases.

C. Processing Approvals. All authorizations for outside training shall be processed on Form AD-281 (Exhibit 2), individually and in advance, except that:

1. Only one copy of Form AD-281, with list attached of all trainees involved may be used where a number of employees are to undergo the same training under substantially the same conditions and under the same financial arrangements.
2. No Form AD-281 need be used in cases where the training, while technically classified as "outside" training under the Civil Service regulations because of use of one or more instructors who are not Government employees, is an integral part of an in-service training course or program.

Where the outside training cost, exclusive of salary does not exceed \$500 and the time 80 hours, the AD-281 will be signed by the Division Chief in the "Recommended" block. The Director or Acting Director of the staff office employing the person to be trained will signify his approval of the recommendation by signing in the "Approved" block and dating the AD-281.

When the outside training must be approved by the Director of Personnel, six copies of the signed AD-281 shall be prepared and sent to the Personnel Section. The Director or Acting Director shall sign the AD-281 in the "Recommended" block and all six copies will then be sent to the Personnel Section to secure the signature of the Director of Personnel in the "Approved" block on the form. The Personnel Section will distribute the copies after signature by the Director of Personnel as follows: One copy will be retained by the Training Division of Office of Personnel, the original will be placed in the employee's personnel folder. One copy will be sent to the employee, one copy to the administrative office of the staff office employing the subject employee, one to Accounting Services through the administrative office of the subject employee for obligation purposes and one copy retained in a "Training" file in the Personnel Section from which requisite reports can be compiled. Material describing the nature and extent of the training will be placed in the employees folder along with the original of the AD-281.

D. Computing Time Spent in Training. For the purpose of the Act, time spent in outside training is computed as follows:

1. Full-time training is counted as the same number of hours an individual is in pay or leave status during such training assignment up to a maximum of 8 hours a day or 40 hours a week. For example, full-time attendance at a training course for 16 weeks would amount to 640 hours.
2. Less than full-time training is counted as the number of hours the individual spends in class or with the instructor. For example, where the staff office is paying tuition for attendance at an after hours training course which lasts 3 hours a week for 20 weeks, the training time would total 60 hours.

E. Restrictions and Limitations. In approving outside training the authorizing official must observe certain prohibitions which pertain to the organization or individual who provides outside training. The provisions of the Act and Department regulations control the necessary clearance procedure. Restrictions in the law shown on the back of Form AD-281 will be observed, including limitations in section 12(a) I of the Act so modified by general waivers in the Department regulations.

**F. Agreements to Continue in Service.**

1. **Coverage.** All employees who are scheduled for outside training shall enter into an agreement to continue in the service of the Department after training, for a period at least three times the total time spent in such training unless involuntarily separated from the service of the Department, except the following:
  - a. those whose training will not exceed 40 hours within a single course or program;
  - b. those whose training is provided by manufacturers as a normal service incident to initial purchase or lease of their equipment or product under procurement contracts;
  - c. those trained through correspondence courses; and
  - d. those whose training involves no expense to the Government other than their pay.
2. **Form.** The agreement shall be in the form shown in Exhibit 3 attached. The employee must enter into the agreement before the training begins. A copy of the agreement shall be given to the employee.
3. **Failure to Fulfill Agreement.** Trainees who fail to fulfill their agreement shall be required to repay the government the additional expenses incurred as a result of such training, unless the Director finds that repayment would be against equity, good conscience, or the public interest. In that event, the Director of the staff office concerned shall recommend to the Director of Personnel that the requirement of repayment be waived. Such recommendation shall be supported by a full statement of the facts and shall be received in the Office of Personnel at least seven work days before the employee's separation from the Department is effective.

## X. CONTRIBUTIONS AND AWARDS

- A. Authority to Accept. Contributions and awards may be made to and accepted by employees, or on their behalf, in connection with outside training that they receive, subject to the limitations and requirements in the Act, and Civil Service Regulations.
- B. General Limitations. Three major limitations on the authority to accept contributions and awards are as follows:
  - 1. The organization which makes the contribution or award must be tax exempt. Such contributions and awards may not be accepted from other types of organizations or from individuals.
  - 2. The amount of the contribution or award must be determined to be appropriate to meet reasonable costs incurred or to be incurred by the recipient to the training.
  - 3. It must be determined that the purpose, amount and type of contribution or award would not place or tend to place the recipient under any improper obligation to the grantor. In addition, section 39.503 of the Commission's regulations imposes additional conditions which must be met.
- C. Free Training Distinguished.
  - 1. General. Free training as used in this subparagraph is training which is customarily made available without charge to all those meeting the eligibility requirements therefor. It would not include training for which a fee or tuition is normally charged but which may in an individual case be made available without cost to a particular individual or group. Cost-free training under these latter circumstances would be considered a contribution or award in kind. Training made available by manufacturers without cost to Government employees, when such training is required for the efficient performance of their duties, whether as a normal service incident to initial purchase or lease and use of their equipment, or product, or otherwise would not ordinarily be considered as a "contribution or award" to the employee. Hence, the limitations stated in X-B do not apply to such training.

However, it should be determined that acceptance of such training would not place the agency or the employee under any improper obligation to the grantor. The limitations stated in X-B do not apply to training that may be made available without cost by a college or other qualified training organization by agreement with the agency concerned. Prudence should be exercised, however, in accepting any such cost-free instruction. See the Federal Personnel Manual for factors to be considered.

2. Third Party Involved. The limitations stated in X-B do apply in cases where a third party pays, or offers to pay, costs of training or expenses incident to it, to or on behalf of an employee.

D. Procedure.

1. Prior Approval Requirement. Each case of outside training which involves the acceptance of a contribution or award or the acceptance of "free training" (except that made available by manufacturers as a normal service incident to initial purchase or lease and use of their equipment or product) shall be submitted to the Office of Personnel for prior approval on Form AD-281. Full information shall be given regarding: (a) the amount and nature of the contribution or award, or the free training, as the case may be; (b) the purpose for which it is to be used; and (c) the name, headquarters and nature of the organization which is making it. Approval of the Form AD-281 will constitute authorization to accept the contribution or award or the "free training."
2. Reduction of Government Payment. Where a contribution or award in cash or in kind is made to an employee for travel, subsistence, or other training expenses normally paid by the Government, the Government shall not pay for such expenses. See the Federal Personnel Manual regarding reduction of payments in such cases.

Attachments:

- Exhibit 1 -- Annual Inventory and Training Plan
- Exhibit 2 -- Request and Authorization for Training under  
P.L. 85-507.
- Exhibit 3 -- Training Agreement

## EXHIBIT 1

ANNUAL INVENTORY AND TRAINING PLAN FOR \_\_\_\_\_  
(Agency or Division)

Training Needs	Purpose and General Content of Training Course	Exclude informal day-to-day training and supervision.)		
		Est. No. of Employees Needing Training	Est. Within the Dept.	Number to be Trained This Fiscal Year Elsewhere in Govt. Outside
Orientation & Induction				
Clerical & Office				
Supervisory & Management				
Technical, Scientific & Prof.				
Skilled trades, crafts, maintenance & repair				
Other				



## EXHIBIT 2

<b>U. S. DEPARTMENT OF AGRICULTURE</b> <b>REQUEST AND AUTHORIZATION</b> <b>FOR OUTSIDE TRAINING</b> <small>Under P.L. 85-507 or by agreement with another Federal agency where an exchange of funds is involved</small>		<b>INSTRUCTIONS:</b> A. Process this form as directed on the form and by agency instructions. B. Send with this form a current SF-57 in cases involving 15 or more quarters or semester hours of college work. C. In cases requiring approval by the Director of Personnel, send original and two copies through administrative channels to OP. If approved, two signed copies will be returned. D. Send one approved copy to the fiscal office concerned. Place one copy in the employee's personnel folder. E. Note and comply with restrictions on reverse of this form.		
1. NAME OF PERSON TO BE TRAINED	2. DATE OF BIRTH	3. KIND OF APPOINTMENT HELD	4. AGENCY CASE NO.	
5. TITLE	GRADE	SALARY	6. OFFICIAL STATION	
7. AGENCY, OFFICE, DIVISION, BRANCH, AND SECTION			8. TIME IN TRAINING: Date begin: _____ Date end: _____ Time: _____	
9. ORGANIZATION THAT WILL PROVIDE TRAINING	10. LOCATION OF TRAINING			
11. TITLE AND DESCRIPTION OF COURSE OR PROGRAM OF TRAINING (Continue on reverse if necessary)				

## 12. GIVE SUMMARY STATEMENTS UNDER A, B, AND C, BELOW (Continue on reverse if necessary)

A. SPECIFIC DUTIES TO WHICH TRAINING RELATES (Indicate whether these are present duties or future assignment)

## B. PURPOSE AND JUSTIFICATION OF PROPOSED TRAINING

## C. IF TRAINING IS FOR PROMOTION, STATE METHOD OF SELECTING THIS TRAINEE (See 8 AR 1512-13)

13. ESTIMATED COSTS (Except salary)		14. PAYMENTS		16. I CERTIFY THAT THIS TRAINING IS IN THE PUBLIC INTEREST AND COMPLIES WITH THE RESTRICTIONS NOTED ON THE REVERSE OF THIS FORM.	
TUITION AND FEES*	\$	B. APPROPRIATION OR FUND CHARGEABLE		B. RECOMMENDED:	
TRANSPORTATION		Appropriation _____		(SIGNATURE) _____ (DATE) _____	
PER DIEM		Trust Fund _____		(POSITION) _____	
OTHER (Specify)		B. METHOD OF PAYMENT OF TUITION AND FEES		B. AGENCY APPROVAL:	
TOTAL	\$	15. FINANCIAL ARRANGEMENTS		(SIGNATURE) _____ (DATE) _____	
*Includes cost of:		Describe financial arrangements and give required information if training involves: (1) acceptance of a contribution or award, (2) free training, or (3) transfer of funds to another Federal agency. (See 7 AR 804 and 8 AR 1514-1520.)		(POSITION) _____	
No. of meals . . . . .				17. O. P. APPROVAL:	
No. of night's lodging . . . . .				(SIGNATURE) _____ (DATE) _____	
(Continue on reverse if necessary)				DIRECTOR OF PERSONNEL _____ (DATE) _____	

## RESTRICTIONS

The Act prescribes certain prohibitions, limitations, and requirements that must be complied with in selecting and assigning employees for outside training. Officials who certify under Item 16 on the face of this form will note and comply with the following restrictions:

1. The training of an employee outside may be authorized only after it has been determined that adequate training is not reasonably available within the Government and after consideration of fully trained employees who are available or who may become available. See FPM, T-1-16.
2. An employee may not be trained outside for the purpose of filling a position by promotion if there is available within the Department another fully qualified employee within a reasonable distance of the place where the work is to be done. See 8 AR 1512-13.
3. An employee may not be trained outside for the purpose of providing him opportunity to obtain an academic degree. See FPM, T-1-15.
4. With minor exceptions, no employee with less than one year of current continuous civilian service in the Government is eligible for outside training. See FPM, T-1-17, and 8 AR 1515.
5. The time spent by an employee in outside training shall not exceed one year during the first ten years of his civilian service in the Government and in each ten-year period thereafter. See FPM, T-1-17 & 18.
6. With minor exceptions, every employee who is assigned for training outside must agree in writing in advance to remain with the Department for at least three times the length of the training period or repay the training costs. See FPM, T-1-19 & 20, and 8 AR 1516.
7. Sec. 12(a)(1) of the Act limits the number of man-years of outside training to a maximum of 1% of the man-years authorized for the Department in the budget for the same fiscal year. Each agency of the Department will observe this limitation.
8. Sec. 19(d) of the Act prohibits the training of an employee in a non-Government facility any substantial part of the activities of which is to attempt to influence legislation or to participate in any political campaign.
9. Sec. 14 prohibits payment for training services to non-Government facilities that teach or advocate the overthrow of the Government of the United States by force or violence. It also prohibits payment for training services to any individual about whom it has been officially determined that there exists reasonable doubt as to his loyalty to the United States. See 8 AR 1514 d.

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Use space below, if needed, to complete statements begun under Items 11, 12, and/or 15 on front of form.  
Identify each statement by item number.

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UNITED STATES DEPARTMENT OF AGRICULTURE  
OFFICE OF THE SECRETARY

WASHINGTON, D. C.

Subject: Agreement by Trainee to Continue in Service of Department After  
Training

Name of Trainee:

Identification of Training:

Name and Location of Organization Which Will Provide the Training:

Length of Training: *(Give dates and total time of training. Compute time in accordance with rules stated in sec. 39.303 of the Training Regulations. See T-1-16 & 17 of FPM.)*

Estimated Costs of the Training, Exclusive of Salary: *(See T-1-19, sec. 39.306(a)(2).)*

I hereby agree that after the expiration of the period of training identified above, I will continue in the service of the Department of Agriculture for a period at least three times the total time spent in such training unless I am involuntarily separated from the service of the Department. If I am voluntarily separated prior to the expiration of such period, I will pay to the government the amount of additional expenses incurred by the government in connection with the training.

I further agree that if I should transfer to another department or agency of the government outside the Department of Agriculture before the expiration of the period during which I have agreed to continue in service, I will give at least ten work-days' notice of my intention to do so. If I fail to give such notice and do enter the service of another department during such period, I will repay to the government the amount of additional expenses incurred by the government in connection with the training.

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SIGNATURE OF TRAINEE

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DATE





